

Chapter 2 Procedures

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Function Overview

The primary purpose of the agency database is to provide AGPS with an "address file" that eliminates the need to retype addresses for each purchasing transaction. Additionally, once the agencies have been established, the nightly cycle updates agency purchasing history for each agency. This information is available through screen inquiry and through reports. Additional information is available through special or as needed reporting for unique requirements.

Prior to entering agencies into the system, several steps should be taken. First, identify each agency and all of its addresses. Second, determine an agency numbering system should one not exist. Normally, the organization structure used by accounting is a good method. (Do not place any hierarchical importance to this numbering system). Third, determine who within these agencies will serve as a buyer/user of the system.

AGPS provides many options that are relative to the agency database. Some of them are:

- Each agency must have a delivery location address which is identified by a sub-agency number and address (AADR). The delivery location address is entered once and each time a document prints for the agency delivery locations (sub-agency number) that address will print.
- Each agency delivery location (sub-agency number and address) may have a set of Special Delivery Text (ASDT) that has to appear on each solicitation, contract and order. This can be entered once and each time a solicitation, contract or order prints for that agency delivery location, that text will automatically print.
- Each agency may have an accounting distribution (AACG) that will default to documents requiring accounting codes. This can be entered once and each time a requisition or order is created for the agency, the accounting distribution will default.
- Each agency might have a requisition approval process that has to be satisfied prior to the requisition moving to State Purchasing. Once these approval steps are built on BAPV, the system will automatically add them to the Requisition.
- Each agency may identify object codes (AOBJ) for which they desire approvals to be built at the agency level prior to any further processing of the document.
- Additionally, each agency may identify commodity codes (ACAD) for which they desire approvals to be built at the agency level prior to any further processing of the document.

Agency header information must be keyed into the Agency Header Table using transaction AGCY. These agency records may be based upon the physical location of the buildings or sites, the organizational entities, financial structure or some other arrangement. There are some items to consider when selecting a technique to code agencies. Some are listed below:

- If at all possible, use a coding structure that is recognizable by most people. This will minimize the training and start up effort.
- By the same token, use a code that is common across most organizational elements.
- Select a code that minimizes change and impact on existing systems.
- Choose a code that will facilitate interfaces with accounting and other systems with which the purchasing system must interface.

Occasionally, a delivery location (ship-to sub-agency) will require special delivery instructions or directions to the delivery site. The Special Delivery Text Table (ASDT) is where this type text will be held. Text in this table is 40 characters in length and may be formatted in any manner desired by the user. This text prints on solicitations, orders and contracts which use this Ship-To Agency.

Each buyer and buyer supervisor is assigned to a purchasing office and the purchasing office must be in the AGCY Table, therefore, each buyer and buyer supervisor must be in the ABUY Table.

Based upon the position of the agency in the organization structure, there may be certain persons or offices which must first approve a requisition before it is sent to State Purchasing. The standard approval steps for an agency are held in the Basic Approval Table (BAPV). Any number of approval steps may be added for an agency. An approval record is added by using the BAPV transaction. See Section 13, Electronic Approvals Processing.

NOTE: Any record, once changed to a status greater than initiation value (0), cannot be changed back to 0.

Following are the detail procedures for maintaining agencies, agency delivery locations, special delivery text, and agency groups.

Listed below are all other associated agency inquiry screens and a brief description of each. Different responsibility levels will find numerous usage for these screens.

1 ADD/CHANGE AGENCY RECORDS

1.1 Add Agency Header Table

Overview The AGPS user is provided the capability to add and maintain the agency header table. This is accomplished by use of the AGCY screen.

- Inputs**
- Required agency number
 - Required agency name
 - Required short name
 - Required agency contact person
 - Required agency type
 - Required submitting unit if agency reports to FACS

- Outputs**
- Updated Agency Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the agency's required information for data entry.

Agency number must be unique in accordance with local policy. The first three positions will identify the FACS agency.

Agency name should be the official name for the agency to be added.

Short name should be the name most commonly used when referring to the official agency, e.g., office of state purchasing short name would be **state purchasing**.

Contact person should be the person within the agency responsible for addressing vendor issues or other issues for an agency's requirements being processed within AGPS.

INST 4: BTAB

Agency Type must be a valid entry in the BTAB Table AT (Agency Type) and correctly identifies that agency.

AGENCY DATABASE MAINTENANCE

PROCEDURES

1.1 Add Agency Header Table

Cross-Reference

Steps

- Type 1 State Agency that can only enter requisitions, not orders.
- Type 2 State Agency that can enter requisitions, contract release orders, and low dollar orders.
- Type 3 The Office of State Purchasing.
- Type 4 State Agency that serves as a Department Purchasing Agency. Can process requisitions, solicitations and all types of orders.
- Type 5 Political Subdivision/Quasi
- Type 6 College or University
- Type 7 The LEAF Agency
- Type 8 Agency Distribution Center
- Type 9 LA Property Assistance Agency

2. Add agency header data in AGPS.

AGCY 4: AGCY

- a. If you are not in the AGCY screen, type **AGCY** in the Function Line and press RETURN/ENTER.
- b. Type **CLEAR** in the Function Line and press RETURN/ENTER. The screen should be cleared and ADD inserted in the Function Line.
- c. Using the TAB key move to Agency Number field and type desired agency number.
- d. Using the TAB key move to Agency Name field and type desired agency name.
- e. Using the TAB key move to Short Name field and type desired short name.
- f. Using the TAB key move to Contact Person field and type desired contact person.
- g. Using the TAB key move to Agency Type field and type desired agency type.
- h. Using the TAB key move to Submitting Unit field and type FACS submitting unit if agency reports to FACS.

3. Press RETURN/ENTER.

Cross-ReferenceSteps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.2 Establish Agency Accounting Distribution Labels

Overview The AGPS user is provided the capability to establish and maintain the accounting distribution label format to be used for processing accounting line records for an agency for requisitions and resulting orders and order changes. This is accomplished by the use of the AGCY screen.

Inputs • Required financial department

Outputs • Updated Agency Table

Completing The Procedure

Cross-Reference	Steps
	<ol style="list-style-type: none"> Determine the agency's financial department. Establishing the agency accounting distribution is done at the Executive Department level only. (3 position agency number)
INST 4: BTAB	<p>Financial Department must be a valid entry in BTAB Table FS (Financial System).</p>
	<ol style="list-style-type: none"> Establish agency accounting distribution label requirement in AGPS. <ol style="list-style-type: none"> If you are not in the AGCY screen, type AGCY in the Function Line and press RETURN/ENTER. The user should already be in the ADD mode. If not, use 1.6 Change Agency Header Table to add or change the following fields. Using the TAB key move to Dept Financial field and type desired financial department. If the agency is required to report to Central Accounting, using the TAB key move to Reports to Central Acct System field and type Y. Press RETURN/ENTER.
AGCY 4: AGCY	
	<p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.</p>

1.3 Establish Agency Dollar Threshold Processing Limits

Overview

The AGPS user is provided the capability to establish and maintain the accounting dollar threshold processing limits for an agency for processing orders, DPA's (Delegated Purchase Authority) or payments. This is accomplished by the use of the AGCY screen.

Inputs

- Required delegated authority (DPA) limit dollar amount
- Required purchase limit dollar amount
- Required payment limit dollar amount

Outputs

- Updated Agency Table

Completing The Procedure

Cross-Reference

Steps

AGCY 4: AGCY

1. Determine the agency's processing dollar threshold limits.
2. Establish agency dollar threshold processing limits in AGPS.
 - a. If you are not in the AGCY screen, type **AGCY** in the Function Line and press RETURN/ENTER.

The user should already be in the ADD mode. If not, use 1.6 Change Agency Header Table to add or change the following fields.
 - b. Using the TAB key move to Delegated Authority Limit field and type desired dollar amount.
 - c. Using the TAB key move to Purchase Limit field and type desired dollar amount.
 - d. Using the TAB key move to Payment Limit field and type desired dollar amount.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.4 Establish Agency 2 Way/3 Way Match

Overview The AGPS user is provided the capability to identify an agency as being required to use the order receipt, invoice and payment process known as 3 Way Match. The capability also exist to allow a 2 Way Match. This is accomplished by the use of the AGCY screen.

Inputs • Required 2 way/3 way match indicators

Outputs • Updated Agency Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the agency's need to use the AGPS order receipt, invoice and payment processing.
2. Establish agency 2 way/3 way match in AGPS.

AGCY 4: AGCY

- a. If you are not in the AGCY screen, type **AGCY** in the Function Line and press RETURN/ENTER.

The user should already be in the ADD mode. If not, use 1.6 Change Agency Header Table to add or change the following fields.

- b. Using the TAB key move to 2 Way/3 Way Match fields and type **Y** in both fields if agency allows a 2 way match. Two-way match is allowed only if the statewide indicator on BIN3 for 2 way match is **Y**. If the agency will not be using AGPS for receiving, invoicing, and paying, enter **N** in both fields.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.5 Establish Agency Allowed Variances

Overview

The AGPS user is provided the capability to identify an agency as being allowed variance in order receipt, invoice and payment process and to establish the percentage of variance permitted. This is accomplished by the use of the AGCY screen.

Inputs

- Required variance allowed indicator
- Required receipt quantity variance percentage
- Required invoice quantity/price variance percentage
- Required payment price variance percentage

Outputs

- Updated Agency Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the agency's need to use the AGPS order receipt, invoice and payment variance processing.
2. Establish agency allowed variances in AGPS.

AGCY 4: AGCY

- a. If you are not in the AGCY screen, type **AGCY** in the Function Line and press RETURN/ENTER.

The user should already be in the ADD mode. If not, use 1.6 Change Agency Header Table to add or change the following fields.

- b. Using the TAB key move to Variance Allowed field and type **Y**.
- c. Using the TAB key move to % Variance Rec/Inv/Pay field and type desired percentage of allowed variance.
- d. Using the TAB key move to \$ NTE Inv/Pay field and type desired dollar amount of invoice/payment limit allowed above net order amount.

3. Press RETURN/ENTER.

AGENCY DATABASE MAINTENANCE

PROCEDURES

1.5 Establish Agency Allowed Variances

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.6 Change Agency Header Table

Overview The AGPS user is provided the capability to maintain an agency header record with the Change function. This is accomplished by the use of the AGCY screen.

Inputs

- Required agency number
- Required change to agency header record

Outputs

- Updated Agency Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the agency's change needs.

Agency name should be the official name for the agency to be added.

Short name should be the name most commonly used when referring to the official agency, e.g., office of state purchasing short name would be **state purchasing**.

Contact person should be the person within the agency responsible for addressing vendor issues or other issues for an agency's requirements being processed within AGPS.

Printer ID must be obtained from data processing personnel.

INST 4: BTAB

Agency Type must be a valid entry in the BTAB Table AT (Agency Type) and correctly identifies that agency.

Status Code must be a valid entry in BTAB Table AS (Agency/Address Status Code).

Department Financial must be a valid entry in BTAB Table FS (Financial System).

AGCY 4: AGCY

Reports to Agency must be a valid and active record in the AGCY Table.

Department Purchasing Agency must be a valid and active record in the AGCY Table and cannot be a Type 3 Agency (State Purchasing).

AGENCY DATABASE MAINTENANCE

PROCEDURES

1.6 Change Agency Header Table

Cross-Reference

Steps

AGCY 4: ABUY

Agency Buyer must be a valid and active record in the ABUY Table for the Department Purchasing Agency.

2. Change agency header data in AGPS.

AGCY 4: AGCY

a. If you are not in the AGCY screen, type **AGCY** in the Function Line and press RETURN/ENTER.

b. Type **INQUIRE** in the Function Line.

c. Using the TAB key move to Agency Number field and type desired agency number.

3. Press RETURN/ENTER. Requested agency record should be displayed.

a. Type **CHANGE** in the Function Line.

b. Using the TAB key move to desired field and type desired change.

If...	Then...
Changing status code to activate	Type status code = 1
Changing status code to inactivate	Type status code = 2
Changing agency type to state agency (allows entry of requisitions only)	Type agency type = 1
Changing agency type to state agency (allows entry of requisitions, contract release orders, and low dollar orders)	Type agency type = 2
Changing agency type to state purchasing	Type agency type = 3
Changing agency type to state agency - department purchasing	Type agency type = 4
Changing agency type to political subdivision/ quasi-state agency	Type agency type = 5

AGENCY DATABASE MAINTENANCE

PROCEDURES

1.6 Change Agency Header Table

Cross-Reference

Steps

If...	Then...
Changing agency type to universities and colleges	Type agency type = 6
Changing agency type to the LEAF agency	Type agency type = 7
Changing agency type to an agency distribution center	Type agency type = 8
Changing agency type to the surplus property agency	Type agency type = 9
Changing agency type to other	Type agency type = 0
Changing local inventory	Type local inventory indicator = Y or N

- c. Using the TAB key move to Agency Name field and type desired agency name.
- d. Using the TAB key move to Short Name field and type desired agency short name.
- e. Using the TAB key move to State Bid List field and type **Y** or **N**.
- f. Using the TAB key move to Contact Person field and type desired agency contact person's name.
- g. Using the TAB key move to Contact Phone field and type desired agency contact person's phone number.
- h. Using the TAB key move to Reports to Agency field and type desired agency number that this agency reports to.
- i. Using the TAB key move to Notify Agency fields and type **Y** or **N**.
- j. Using the TAB key move to Dept Purch Agency field and type desired agency number for this agency's purchasing office.
- k. Using the TAB key move to Agency Buyer Code field and type desired buyer code of buyer in the department purchasing agency responsible for this agency.

Cross-ReferenceSteps

- l. Using the TAB key move to Printer ID field and type desired printer identification for agency default printer.
- m. Using the TAB key move to Printer Type field and type desired printer type of agency printer.
- n. Using the TAB key move to LaPAC Post? field and type **Y** or **N** to designate whether this agency will be permitted to post solicitations to the web via LaPAC.
- o. Using the TAB key move to Submitting Unit field and type desired FACS submitting unit.
- p. Using the TAB key move to Last FACS Order Number field and type desired last FACS order number.
- q. Using the TAB key move to Number of Notices field and type desired number of award notices this agency is to receive.
- r. Using the TAB key move to Contr Rev Del Auth field and type **Y** or **N** to designate whether this agency has been delegated authority from the Office of Contractual Review.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.7 Delete Agency Header Table

Overview The AGPS user is provided the capability to delete an agency header record with the Change function. This is accomplished by the use of the AGCY screen. **The agency record must be at status code 0.**

Inputs • Required agency number to be deleted

Outputs • Updated Agency Header Table

Completing The Procedure

Cross-Reference

Steps

AGCY 4: AGCY

1. Determine the agency to be deleted.
 - a. If you are not in the AGCY screen, type **AGCY** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Agency Number field and type desired agency number.
2. Press RETURN/ENTER. Requested agency record should be displayed.
Type **DELETE** in the Function Line.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

1.8 Inquire Agency Header Table

Overview The AGPS user is provided the capability to inquire an agency header record. This is accomplished by the use of the AGCY screen.

Inputs • Required agency number to be inquired

Outputs • Display requested Agency Header

Completing The Procedure

Cross-Reference

Steps

AGCY 4: AGCY

1. Determine the agency to be inquired.
 - a. If you are not in the AGCY screen, type **AGCY** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Agency Number field and type desired agency number.
2. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, requested agency record will be displayed.

2 ADD/CHANGE SUB-AGENCY ADDRESS RECORDS

2.1 Add Sub-Agency Address Table

Overview The AGPS user is provided the capability to add and maintain the sub-agency address table. This is accomplished by use of the AADR screen. This transaction is used to create ship-to, bill-to, administrative and purchasing location addresses for an agency.

- Inputs**
- Required agency number
 - Required sub-agency number
 - Required sub-agency name
 - Required sub-agency contact person
 - Required address line 1
 - Required city
 - Required state
 - Required zip code
 - Required parish code

- Outputs**
- Updated Sub-Agency Address Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the agency's required information for data entry.

Sub-Agency number must be unique in accordance with local policy.

Sub-Agency name should be the official name for the agency/sub-agency to be added.

Contact person should be the person within the agency/sub-agency responsible for addressing vendor issues or other issues for an agency's requirements being processed within AGPS.

AGENCY DATABASE MAINTENANCE

PROCEDURES

2.1 Add Sub-Agency Address Table

<u>Cross-Reference</u>	<u>Steps</u>
INST 4: BTAB	<p>State Code must be a valid entry in the BTAB Table ST (State code).</p> <p>Parish Code must be a valid entry in BTAB Table CC (Parish Code) and should correctly reflect the parish that the agency/sub-agency is located.</p> <p>Zip Code must be the valid zip for the agency/sub-agency.</p>
AGCY 4: AADR	<ol style="list-style-type: none">2. Add sub-agency address data in AGPS.<ol style="list-style-type: none">a. If you are not in the AADR screen, type AAADR in the Function Line and press RETURN/ENTER.b. Type CLEAR in the Function Line and press RETURN/ENTER. The screen should be cleared and ADD inserted in the Function Line.c. Using the TAB key move to Agency Number field and type desired agency number equal the AGCY Table.d. Using the TAB key move to Sub-Agency Number field and type desired sub-agency number.e. Using the TAB key move to Sub-Agency Name field and type desired sub-agency name.f. Using the TAB key move to Contact Person field and type desired contact person's name.g. Using the TAB key move to Address Line 1 field and type desired address line 1.h. Using the TAB key move to City field and type desired city.i. Using the TAB key move to State field and type desired state code.j. Using the TAB key move to Zip Code field and type desired zip code.k. Using the TAB key move to Parish Code field and type desired parish code.3. Press RETURN/ENTER.

Cross-ReferenceSteps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

2.2 Change Sub-Agency Address Table

Overview The AGPS user is provided the capability to maintain the sub-agency address table. This is accomplished by use of the AADR screen.

- Inputs**
- Required agency number
 - Required sub-agency number
 - Required change to sub-agency address record

- Outputs**
- Updated Sub-Agency Address Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the agency's required information change(s) for data entry.

Sub-Agency name should be the official name for the agency/sub-agency to be added.

Contact person should be the person within the agency/sub-agency responsible for addressing vendor issues or other issues for an agency's requirements being processed within AGPS.

INST 4: BTAB

State Code must be a valid entry in the BTAB Table ST (State code).

Parish Code must be a valid entry in BTAB Table CC (Parish Code) and should correctly reflect the parish that the agency/sub-agency is located.

Zip Code must be the valid zip for the agency/sub-agency.

Status Code must be a valid entry in BTAB Table AS (Agency/Address Status Code).

2. Change agency address data in AGPS.

AGCY 4: AADR

- a. If you are not in the AADR screen, type **AADR** in the Function Line and press RETURN/ENTER.
- b. Type **INQUIRE** in the Function Line.

Cross-ReferenceSteps

- c. Using the TAB key move to Agency Number field and type desired agency number equal the AADR Table.
- d. Using the TAB key move to Sub-Agency Number field and type desired sub-agency number.
- e. Press RETURN/ENTER. Requested record should be displayed.

3. Type **CHANGE** in the Function Line

Using the TAB key move to desired field and type desired change.

If...	Then...
Changing status code to active	Type status code = 1
Changing status code to inactive	Type status code = 2

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

2.3 Delete Sub-Agency Address Table

Overview The AGPS user is provided the capability to delete an agency address record with the Change function. This is accomplished by the use of the AADR screen. **The agency address record must be at status code 0.**

Inputs

- Required agency number to be deleted
- Required sub-agency number to be deleted

Outputs

- Updated Sub-Agency Address Table

Completing The Procedure

Cross-Reference

Steps

AGCY 4: AADR

1. Determine the agency/sub-agency to be deleted.
 - a. If you are not in the AADR screen, type **AADR** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Agency Number field and type desired agency number.
 - d. Using the TAB key move to Sub-Agency Number field and type desired sub-agency number.
2. Press RETURN/ENTER. Requested agency address record should be displayed.
Type **DELETE** in the Function Line.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

2.4 Inquire Sub-Agency Address Table

Overview The AGPS user is provided the capability to inquire an sub-agency address record. This is accomplished by the use of the AADR screen.

Inputs

- Required agency number to be inquired
- Required sub-agency number to be inquired

Outputs

- Display requested Sub-Agency Address

Completing The Procedure

Cross-Reference

Steps

AGCY 4: AADR

1. Determine the agency/sub-agency to be inquired.
 - a. If you are not in the AADR screen, type **AADR** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Agency Number field and type desired agency number.
 - d. Using the TAB key move to Sub-Agency Number field and type desired sub-agency number.
2. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, requested sub-agency address record will be displayed.

2.5 Add Agency Special Delivery Text

Overview The AGPS user is provided the capability to add agency special delivery text for a valid and active agency/sub-agency address record. This is accomplished by the use of the ASDT screen.

- Inputs**
- Required agency number
 - Required sub-agency number
 - Required special delivery text

- Outputs**
- Updated ASDT Table

Completing The Procedure

Cross-Reference

Steps

AGCY 4: ASDT

1. Determine the agency/sub-agency for which the user will add agency special delivery text.
2. Add ASDT Table text into AGPS.
 - a. If you are not in the ASDT screen, type **ASDT** in the Function Line and press RETURN/ENTER.
 - b. Type **G (GET)** in the Function Line.
 - c. Using the TAB key move to Agency Number field and type desired agency number.
 - d. Using the TAB key move to Sub-Agency Number field and type desired sub-agency number.
3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

 - a. Type **C (CHANGE)** in the Function Line.

Cross-ReferenceSteps

- b. Using the TAB key move to the first text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES UPDATED'.

2.6 Change Agency Special Delivery Text

Overview The AGPS user is provided the capability to maintain agency special delivery text for a valid and active agency/sub-agency address record. This is accomplished by the use of the ASDT screen.

Inputs

- Required agency number
- Required sub-agency number
- Required change to special delivery text

Outputs

- Updated ASDT Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	<ol style="list-style-type: none"> 1. Determine the agency/sub-agency for which the user will change agency special delivery text and the required change to text. 2. Change ASDT Table record in AGPS. <ol style="list-style-type: none"> a. If you are not in the ASDT screen, type ASDT in the Function Line and press RETURN/ENTER. b. Type G (GET) in the Function Line. c. Using the TAB key move to Agency Number field and type desired agency number. d. Using the TAB key move to Sub-Agency Number field and type desired sub-agency number. e. Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information. 3. Press RETURN/ENTER. The text screen should be formatted with null (.) lines. If text is present, the text should be formatted to the screen.
AGCY 4: ASDT	
	<p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error</p>

Cross-ReferenceSteps

conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.

- a. Type **C (CHANGE)** in the Function Line.
 - b. Using the TAB key move to the first text or null (.) line. Type the desired text. Text lines are forty characters in length. A null (.) line cannot exist between text lines, (.) must be spaced out.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'ALL LINES UPDATED'.

2.7 Delete/Insert Agency Special Delivery Text

Overview The AGPS user is provided the capability to delete or insert lines of agency special delivery text for a valid and active agency/sub-agency address record. This is accomplished by the use of the ASDT.

Inputs

- Required agency number
- Required sub-agency number
- Required change to special delivery text

Outputs

- Updated ASDT Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	<ol style="list-style-type: none"> 1. Determine the agency/sub-agency for which the user will change agency special delivery text and the required change to text. 2. Delete/insert text lines in ASDT record. <ol style="list-style-type: none"> a. If you are not in the ASDT screen, type ASDT in the Function Line and press RETURN/ENTER. b. Type G (GET) in the Function Line. c. Using the TAB key move to Agency Number field and type desired agency number. d. Using the TAB key move to Sub-Agency Number field and type desired sub-agency number. e. Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information. 3. Press RETURN/ENTER. The text screen should be formatted with requested lines of text.
AGCY 4: ASDT	<p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested text record.</p>

2.7 Delete/Insert Agency Special Delivery Text

- a. Type **C (CHANGE)** in the Function Line.
 - b. Using the TAB key, move to the Text Action field and type **X (to delete)**, OR **I (to insert)**.
 - c. Using the TAB key, move to the Line Number field and enter the text line(s) to be deleted (as a single line, i.e., 1, 2, etc., or a line range 1-4, or ALL (all lines)) or, if inserting text, insert the text line number after which text is to be inserted.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

X will result in the deletion of the text line numbers specified in the Line Number field. If the action was **X**, the text screen will return with all lines that were not deleted. If the action was "X ALL", skip to step 4.c. Before using the "X ALL" function, please be sure you do not need the text.

I indicates that the user desires to insert line(s) of text after the line of text identified in the Line Number field. If the action was **I**, the text screen will return with the line identified in the line number field followed by blank (null (.)) lines ready for text to be entered. Remember, the line number is the position of the line on the screen, and will be one or more of the numbers 1 through 9.

- a. If inserting text, type **C (CHANGE)** in the function line.
 - b. Using the TAB key, move to the first null (.) line and type desired text. A null (.) line cannot exist between text lines, (.) must be spaced out. Skip to step 5.
 - c. If overwriting existing text, with "CHANGE" still in the Function Line, tab to the Line Number field and enter "UPLD". The UPLD process is required for text screens that pull a text description from a text data base (i.e. commodity data base CSPC or text data base TXLN). When using screens that access these text data bases (i.e. RMOD - OMOD - OCMD - KMOD - STXL) and the user needs to delete ALL text lines and completely overwrite the existing description from a text data base, the UPLD (upload) process must be followed. Using the TAB key, move to the first null (.) line and type desired text.
5. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'PREVIOUS UPDATE SUCCESSFUL'.

2.8 Inquire Agency Special Delivery Text

Overview The AGPS user is provided the capability to inquire agency special delivery text for an agency/sub-agency address record. This is accomplished by the use of the ASDT screen.

- Inputs**
- Required agency number
 - Required sub-agency number
 - Required text action
- Outputs**
- Display of requested ASDT Table text

Completing The Procedure

Cross-Reference	Steps
	<ol style="list-style-type: none"> 1. Determine the agency/sub-agency for which the user will inquire agency special delivery text. 2. Inquire ASDT record text in AGPS. <ol style="list-style-type: none"> a. If you are not in the ASDT screen, type ASDT in the Function Line and press RETURN/ENTER. b. Type G (GET) in the Function Line. c. Using the TAB key move to Agency Number field and type desired agency number. d. Using the TAB key move to Sub-Agency Number field and type desired sub-agency number. e. Using the TAB key move to Text Action field and type desired text action. See Section 15, Miscellaneous Processing, General Text Processing, Chapter 2 for additional information. 3. Press RETURN/ENTER.
AGCY 4: ASDT	<p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, the requested agency special delivery text should be displayed.</p>

3 ADD/CHANGE AGENCY BUYER RECORDS

3.1 Add Agency Buyer Table

Overview The AGPS user is provided the capability to add and maintain the agency buyer table. This table is used by AGPS for reference and edits of agency buyer code(s). This is accomplished by use of the ABUY screen.

- Inputs**
- Required agency number
 - Required agency buyer number
 - Required buyer name
 - Required buying unit

- Outputs**
- Updated Agency Buyer Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the agency's required buyer information for data entry.

Agency buyer number must be unique in accordance with local policy.

Buyer name should be the official signature name for the buyer. Nicknames should be avoided.

Printer ID must be obtained from data processing personnel.

AGCY 4: AGCY

Agency Number must be a valid and active agency record in the AGCY Table.

INST 4: BTAB

Buying Unit must be a valid entry in the BTAB Table AB (Agency Buying Unit).

2. Add agency buyer data in AGPS.

AGCY 4: ABUY

- a. If you are not in the ABUY screen, type **ABUY** in the Function Line and press RETURN/ENTER.

Cross-ReferenceSteps

- b. Type **CLEAR** in the Function Line and press RETURN/ENTER. The screen should be cleared and ADD inserted in the Function Line.
- c. Using the TAB key move to Agency Number field and type desired agency number equal the AGCY Table.
- d. Using the TAB key move to Agency Buyer field and type desired buyer code.
- e. Using the TAB key move to Agency Buyer Name field and type desired buyer name.
- f. Using the TAB key move to Buying Unit field and type desired buying unit code.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.2 Change Agency Buyer Table

Overview The AGPS user is provided the capability to maintain the agency buyer table. This is accomplished by use of the ABUY screen.

- Inputs**
- Required agency number
 - Required agency buyer number
 - Required change to agency buyer record

- Outputs**
- Updated Agency Buyer Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the agency's required buyer information for data entry.

Agency buyer number must be unique in accordance with local policy.

Buyer name should be the official signature name for the buyer. Nicknames should be avoided.

Printer ID must be obtained from data processing personnel.

AGCY 4: AGCY

Agency Number must be a valid and active agency record in the AGCY Table.

INST 4: BTAB

Buying Unit must be a valid entry in the BTAB Table AB (Agency Buying Unit).

Status code must be a valid entry in BTAB Table BS (Buyer Status Code).

2. Change agency buyer data in AGPS.

AGCY 4: ABUY

- a. If you are not in the ABUY screen, type **ABUY** in the Function Line and press RETURN/ENTER.

- b. Type **INQUIRE** in the Function Line.

- c. Using the TAB key move to Agency Number field and type desired agency number equal the AGCY Table.

AGENCY DATABASE MAINTENANCE

PROCEDURES

3.2 Change Agency Buyer Table

Cross-Reference

Steps

- d. Using the TAB key move to Agency Buyer field and type desired buyer code.
3. Press RETURN/ENTER. Requested ABUY record should be displayed.
 - a. Type **CHANGE** in the Function Line.
 - b. Using the TAB key move to the Status Code field and type desired change.

If...	Then...
Changing status code to active	Type status code = 1
Changing status code to inactive	Type status code = 2

- c. Using the TAB key move to the Buying Unit field and type the desired buying unit for this buyer.
- d. Using the TAB key move to the Commercial Phone field and type the commercial phone number for this buyer.
- e. Using the TAB key move to Buyer Supervisor field and type desired buyer code for this buyer's supervisor.
- f. Using the TAB key move to Unit Supervisor field and type desired buyer code for the buying unit supervisor.
- g. Using the TAB key move to State Phone field and type desired buyer's LINC phone number.
- h. Using the TAB key move to Solicitation Approval Limit field and type desired buyer's dollar limit for issuing solicitations.
- i. Using the TAB key move to Award Approval Limit field and type desired buyer's dollar limit for creating an order.
- j. Using the TAB key move to Amendment Limit field and type desired buyer's dollar limit for issuing solicitation amendments.
- k. Using the TAB key move to Change Limit field and type desired buyer's dollar limit for issuing a change order.

AGENCY DATABASE MAINTENANCE

PROCEDURES

3.2 Change Agency Buyer Table

Cross-Reference

Steps

- l. Using the TAB key move to Printer ID field and type desired agency default printer identification.
- m. Using the TAB key move to Printer Type field and type desired agency default printer type.
- n. Using the TAB key move to Print Class field and type desired class of agency default printer.
4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

3.3 Delete Agency Buyer Table

Overview The AGPS user is provided the capability to delete an agency buyer record with the Change function. This is accomplished by the use of the ABUY screen. **The agency buyer record must be at status code 0.**

Inputs

- Required agency number to be deleted
- Required buyer code to be deleted

Outputs

- Updated Agency Buyer Table

Completing The Procedure

Cross-Reference

Steps

- | | |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AGCY 4: ABUY | <ol style="list-style-type: none"> 1. Determine the agency buyer to be deleted. <ol style="list-style-type: none"> a. If you are not in the ABUY screen, type ABUY in the Function Line and press RETURN/ENTER. b. Type INQUIRE in the Function Line. c. Using the TAB key move to Agency Number field and type desired agency number. d. Using the TAB key move to Agency Buyer field and type desired agency buyer code. 2. Press RETURN/ENTER. Requested agency buyer record should be displayed.

Type DELETE in the Function Line. 3. Press RETURN/ENTER. <p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.</p> |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

3.4 Inquire Agency Buyer Table

Overview The AGPS user is provided the capability to Inquire an agency buyer record. This is accomplished by the use of the ABUY screen.

- Inputs**
- Required agency number to be inquired
 - Required buyer code to be inquired

- Outputs**
- Display of requested Agency Buyer Table

Completing The Procedure

Cross-Reference

Steps

- | | |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AGCY 4: ABUY | <ol style="list-style-type: none"> 1. Determine the agency buyer to be inquired. <ol style="list-style-type: none"> a. If you are not in the ABUY screen, type ABUY in the Function Line and press RETURN/ENTER. b. Type INQUIRE in the Function Line. c. Using the TAB key move to Agency Number field and type desired agency number. d. Using the TAB key move to Agency Buyer field and type desired agency buyer code. 2. Press RETURN/ENTER. |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, requested agency buyer record will be displayed.

4 ADD/MAINTAIN AGENCY GROUP RECORDS

4.1 Add Agency Group Table

Overview The AGPS user is provided the capability to add and maintain the agency group table. This table is used by AGPS for reference and edits of agency group code(s). This is accomplished by use of the AGRP screen.

Inputs

- Required agency group number
- Required agency number
- Required sub-agency number

Outputs

- Updated Agency Group Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine the agency's grouping requirements.
AGCY 4: AGCY	Agency number must be a valid and active agency header record in the AGCY Table.
AGCY 4: AADR	Sub-Agency number , combined with the agency number must be a valid and active sub-agency address record in the AADR Table.
INST 4: BTAB	Agency Group must be a valid entry in the BTAB Table AG (Agency Group).
	2. Add agency group data in AGPS.
AGCY 4: AGRP	<ul style="list-style-type: none"> a. If you are not in the AGRP screen, type AGRP in the Function Line and press RETURN/ENTER. b. Type CLEAR in the Function Line and press RETURN/ENTER. The screen should be cleared and ADD inserted in the Function Line. c. Using the TAB key move to Agency Group field and type desired agency group.

Cross-ReferenceSteps

- d. Using the TAB key move to Agency Number field and type desired agency number equal the AGCY Table.
 - e. Using the TAB key move to Sub-Agency field and type desired sub-agency.
 3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

4.2 Delete Agency Group Table

Overview The AGPS user is provided the capability to delete an agency group record with the Delete function. This is accomplished by the use of the AGRP screen.

- Inputs**
- Required agency group to be deleted
 - Required agency number to be deleted
 - Required sub-agency number to be deleted

- Outputs**
- Updated Agency Group Table

Completing The Procedure

Cross-Reference

Steps

- | | |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AGCY 4: AGRP | <ol style="list-style-type: none"> 1. Determine the agency group and agency/sub-agency to be deleted. <ol style="list-style-type: none"> a. If you are not in the AGRP screen, type AGRP in the Function Line and press RETURN/ENTER. b. Type INQUIRE in the Function Line. c. Using the TAB key move to Agency Group field and type desired agency group number. d. Using the TAB key move to Agency Number field and type desired agency number. e. Using the TAB key move to Sub-Agency field and type desired sub-agency number. |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

2. Press RETURN/ENTER. Requested agency group record should be displayed.

Type **DELETE** in the Function Line.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

Cross-ReferenceSteps

Only the specified agency/sub-agency for the identified agency group should be deleted.

4.3 Inquire Agency Group Table

Overview The AGPS user is provided the capability to Inquire an agency buyer record. This is accomplished by the use of the AGRP screen.

- Inputs**
- Required agency group to be inquired
 - Required agency number to be inquired
 - Required sub-agency number to be inquired

- Outputs**
- Display of requested Agency Group Table

Completing The Procedure

Cross-Reference

Steps

- | | |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| AGCY 4: AGRP | <ol style="list-style-type: none"> 1. Determine the agency group to be inquired. <ol style="list-style-type: none"> a. If you are not in the AGRP screen, type AGRP in the Function Line and press RETURN/ENTER. b. Type INQUIRE in the Function Line. c. Using the TAB key move to Agency Group field and type desired agency group. d. Using the TAB key move to Agency Number field and type desired agency number. e. Using the TAB key move to Sub-Agency field and type desired sub-agency number. 2. Press RETURN/ENTER. |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, requested agency group record will be displayed.

5 ADD/CHANGE AGENCY NOTICE OF AWARD RECORDS

5.1 Add Agency Notice of Award Table

Overview The AGPS user is provided the capability to add and maintain the agency notice of award table. This table is used by AGPS contract notice of award print program to determine the number of copies to print for a specified agency/sub-agency. This is accomplished by use of the ANOA screen.

- Inputs**
- Required agency number
 - Required sub-agency number
 - Required t-number (contract type)
 - Required number of copies

- Outputs**
- Updated Agency Notice of Award Table

Completing The Procedure

Cross-Reference

Steps

1. Determine the agency's notice of award requirements.

AGCY 4: AGCY **Agency number** must be a valid and active agency header record in the AGCY Table.

AGCY 4: AADR **Sub-Agency number**, combined with the agency number must be a valid and active sub-agency address record in the AADR Table.

INST 4: BTAB **T-Number** must be a valid entry in the BTAB Table TA (T-Number).
2. Add agency notice of award data in AGPS.

AGCY 4: ANOA

 - a. If you are not in the ANOA screen, type **ANOA** in the Function Line and press RETURN/ENTER.
 - b. Type **CLEAR** in the Function Line and press RETURN/ENTER. The screen should be cleared and ADD inserted in the Function Line.

AGENCY DATABASE MAINTENANCE

PROCEDURES

5.1 Add Agency Notice of Award Table

Cross-Reference

Steps

- c. Using the TAB key move to Agency Number field and type desired agency number.
- d. Using the TAB key move to Sub-Agency Number field and type desired sub-agency number.
- e. Using the TAB key move to T-Number field and type desired t-number.
- f. Using the TAB key move to Copies field and type desired number of copies to be printed for that agency/sub-agency and t-number.

- 3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

5.2 Change Agency Notice of Award Table

Overview The AGPS user is provided the capability to maintain the agency notice of award table for the number of copies to be printed for an agency/sub-agency and t-number. This is accomplished by use of the ANOA screen.

- Inputs**
- Required agency number
 - Required sub-agency number
 - Required t-number (contract type)
 - Required change to number of copies
- Outputs**
- Updated Agency Notice of Award Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine the agency's notice of award requirements change.
AGCY 4: ANOA	<p>Agency number must be a valid agency header record in the ANOA Table.</p> <p>Sub-Agency number, combined with the agency number must be a valid sub-agency address record in the ANOA Table.</p>
INST 4: BTAB	<p>T-Number must be a valid entry in the BTAB Table TA (T-Number) and key to a valid record in ANOA.</p>
	2. Change agency notice of award data in AGPS.
AGCY 4: ANOA	<p>a. If you are not in the ANOA screen, type ANOA in the Function Line and press RETURN/ENTER.</p> <p>b. Type INQUIRE in the Function Line.</p> <p>c. Using the TAB key move to Agency Number field and type desired agency number.</p> <p>d. Using the TAB key move to Sub-Agency Number field and type desired sub-agency number.</p>

Cross-ReferenceSteps

- e. Using the TAB key move to T-Number field and type desired t-number.
 - f. Using the TAB key move to Copies field and type desired change in number of copies to be printed for that agency/sub-agency and t-number.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

5.3 Delete Agency Notice of Award Table

Overview The AGPS user is provided the capability to delete an agency notice of award record with the Delete function. This is accomplished by the use of the ANOA screen.

- Inputs**
- Required agency number to be deleted
 - Required sub-agency number to be deleted
 - Required t-number to be deleted

- Outputs**
- Updated Agency Notice of Award Table

Completing The Procedure

Cross-Reference	Steps
AGCY 4: ANOA	1. Determine the agency/sub-agency and t-number to be deleted.
	<ul style="list-style-type: none"> a. If you are not in the ANOA screen, type ANOA in the Function Line and press RETURN/ENTER. b. Type INQUIRE in the Function Line. c. Using the TAB key move to Agency Number field and type desired agency number. d. Using the TAB key move to Sub-Agency Number field and type desired sub-agency number. e. Using the TAB key move to T-Number field and type desired t-number.
	2. Press RETURN/ENTER. Requested agency notice of award record should be displayed.
	Type DELETE in the Function Line.
	3. Press RETURN/ENTER.
	NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error

Cross-ReferenceSteps

conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

Only the specified agency/sub-agency and t-number for the identified agency notice of award should be deleted.

5.4 Inquire Agency Notice of Award Table

Overview The AGPS user is provided the capability to Inquire an agency notice of award record. This is accomplished by the use of the ANOA screen.

- Inputs**
- Required agency number to be inquired
 - Required sub-agency number to be inquired
 - Required t-number to be inquired

- Outputs**
- Display of requested Agency Notice of Award Table

Completing The Procedure

Cross-Reference

Steps

AGCY 4: ANOA

1. Determine the agency notice of award to be inquired.
 - a. If you are not in the ANOA screen, type **ANOA** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Agency Number field and type desired agency number.
 - d. Using the TAB key move to Sub-Agency Number field and type desired sub-agency number.
 - e. Using the TAB key move to T-Number field and type desired t-number.
2. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, requested agency notice of award record will be displayed.

6 MAINTAIN AGENCY ACCOUNT CODE TABLE

6.1 Add Agency Account Table

Overview The AGPS user is provided the capability to add and maintain the agency account code table. This table is used by AGPS for inter-governmental processing in AGPS. This is accomplished by use of the AACG screen.

- Inputs**
- Required agency number
 - Required account type
 - Required fiscal year
 - Required accounting distribution

- Outputs**
- Updated Agency Account Table (AACG)

Completing The Procedure

Cross-Reference

Steps

1. Determine the agency's account code table requirements.

AGCY 4: AGCY **Agency number** must be a valid and active agency header record in the AGCY Table.

INST 4: BTAB **Account Type** must be a valid entry in the BTAB Table AD (Agency Account Type).

Accounting distribution codes must be valid codes in FACS/GFS.

2. Add agency account table data in AGPS.

- AGCY 4: AACG
- a. If you are not in the AACG screen, type **AACG** in the Function Line and press RETURN/ENTER.
 - b. Type **CLEAR** in the Function Line and press RETURN/ENTER. The screen should be cleared and ADD inserted in the Function Line.
 - c. Using the TAB key move to Agency Number field and type desired agency number.

AGENCY DATABASE MAINTENANCE

PROCEDURES

6.1 Add Agency Account Table

<u>Cross-Reference</u>	<u>Steps</u>
	<ol style="list-style-type: none">d. Using the TAB key move to Account Type field and type desired account type code.e. Using the TAB key move to Fiscal Year field and type desired fiscal year.f. Using the TAB key move to Fund field and type desired fund code.g. Using the TAB key move to Org field and type desired organization code.h. Using the TAB key move to Sub-Org field and type desired sub-organization code.i. Using the TAB key move to Activity field and type desired activity code.j. Using the TAB key move to Rev Source field and type desired revenue source code.k. Using the TAB key move to Sub-Revenue field and type desired sub-revenue source code.l. Using the TAB key move to Job No field and type desired job number code.m. Using the TAB key move to Report Cat field and type desired reporting category code.n. Using the TAB key move to Object field and type desired object code.o. Using the TAB key move to Sub-Object field and type desired sub-object code.p. Using the TAB key move to BS Account field and type desired BS account code.q. Using the TAB key move to Approp Unit field and type desired appropriation unit code.
	<ol style="list-style-type: none">3. Press RETURN/ENTER.

Cross-ReferenceSteps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

6.2 Change Agency Account Table

Overview The AGPS user is provided the capability to maintain the agency account table. This is accomplished by use of the AACG screen.

- Inputs**
- Required agency number
 - Required account type
 - Required fiscal year
 - Required changes to accounting distribution

- Outputs**
- Updated Agency Account Table (AACG)

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine the agency's account table changes required.
AGCY 4: AACG	Agency Number, Account Type and Fiscal Year must be key to a valid record in the AACG Table.
	2. Change agency account table data in AGPS.
AGCY 4: AACG	a. If you are not in the AACG screen, type AACG in the Function Line and press RETURN/ENTER. b. Type INQUIRE in the Function Line. c. Using the TAB key move to Agency Number field and type desired agency number. d. Using the TAB key move to Account Type field and type desired account type code. e. Using the TAB key move to Fiscal Year field and type desired fiscal year. f. Press RETURN/ENTER. Requested record should be displayed.
	3. Type CHANGE in the Function Line.

Cross-ReferenceSteps

- a. Using the TAB key move to Fund field and type desired fund code.
- b. Using the TAB key move to Org field and type desired organization code.
- c. Using the TAB key move to Sub-Org field and type desired sub-organization code.
- d. Using the TAB key move to Activity field and type desired activity code.
- e. Using the TAB key move to Rev Source field and type desired revenue source code.
- f. Using the TAB key move to Sub-Revenue field and type desired sub-revenue source code.
- g. Using the TAB key move to Job No field and type desired job number code.
- h. Using the TAB key move to Report Cat field and type desired reporting category code.
- i. Using the TAB key move to Object field and type desired object code.
- j. Using the TAB key move to Sub-Object field and type desired sub-object code.
- k. Using the TAB key move to BS Account field and type desired BS account code.
- l. Using the TAB key move to Approp Unit field and type desired appropriation unit code.

4. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

6.3 Delete Agency Account Table

Overview The AGPS user is provided the capability to delete an agency account table record with the Delete function. This is accomplished by the use of the AACG screen.

- Inputs**
- Required agency number to be deleted
 - Required account type
 - Required fiscal year

- Outputs**
- Updated Agency Account Table (AACG)

Completing The Procedure

Cross-Reference	Steps
	1. Determine the agency account table to be deleted.
AGCY 4: AACG	Agency Number, Account Type and Fiscal Year must be key to a valid record in the AACG Table.
	2. Delete agency account table data in AGPS.
AGCY 4: AACG	a. If you are not in the AACG screen, type AACG in the Function Line and press RETURN/ENTER. b. Type INQUIRE in the Function Line. c. Using the TAB key move to Agency Number field and type desired agency number. d. Using the TAB key move to Account Type field and type desired account type code. e. Using the TAB key move to Fiscal Year field and type desired fiscal year. f. Press RETURN/ENTER. Requested record should be displayed.
	3. Type DELETE in the Function Line.
	4. Press RETURN/ENTER.

Cross-ReferenceSteps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

6.4 Inquire Agency Account Table

Overview The AGPS user is provided the capability to Inquire an agency account table record. This is accomplished by the use of the AACG screen.

- Inputs**
- Required agency number to be inquired
 - Required account type
 - Required fiscal year

- Outputs**
- Display of requested Agency Account Table (AACG) record

Completing The Procedure

Cross-Reference

Steps

AGCY 4: AACG

1. Determine the agency account table to be inquired.

Agency Number, Account Type and Fiscal Year must be key to a valid record in the AACG Table.

AGCY 4: AACG

2. Inquire agency account table data in AGPS.

- a. If you are not in the AACG screen, type **AACG** in the Function Line and press RETURN/ENTER.
- b. Type **INQUIRE** in the Function Line.
- c. Using the TAB key move to Agency Number field and type desired agency number.
- d. Using the TAB key move to Account Type field and type desired account type code.
- e. Using the TAB key move to Fiscal Year field and type desired fiscal year.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error

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PROCEDURES

6.4 Inquire Agency Account Table

Cross-Reference

Steps

conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display requested agency account table record.

7 ADD/MAINTAIN AGENCY OBJECT CODE RECORDS

7.1 Add Agency Object Code Table Record

Overview The AGPS user is provided the capability to add and maintain an agency's requirements for approvals to be built based on the object codes identified. This is accomplished by use of the AOBJ screen.

Inputs

- Required agency number
- Required object code(s)

Outputs

- Updated Agency Object Code Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine the agency's object code(s) approval requirements.
AGCY 4: AGCY	Agency number must be a valid and active agency header record in the AGCY Table.
INST 4: BTAB	Object Code must be a valid entry in the BTAB Table OJ (Object Code).
	2. Add agency object code data in AGPS.
AGCY 4: AOBJ	<ul style="list-style-type: none"> a. If you are not in the AOBJ screen, type AOBJ in the Function Line and press RETURN/ENTER. b. Type CLEAR in the Function Line and press RETURN/ENTER. The screen should be cleared and ADD inserted in the Function Line. c. Using the TAB key move to Agency number field and type desired agency number. d. Using the TAB key move to Object Code field and type desired object code.
	3. Press RETURN/ENTER.

Cross-ReferenceSteps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

7.2 Delete Agency Object Code Table Record

Overview The AGPS user is provided the capability to maintain the AOBJ records when they are invalid or outdated. This is accomplished by use of the AOBJ screen.

Inputs

- Required agency number for delete
- Required object code for delete

Outputs

- Updated Agency Object Code Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	<ol style="list-style-type: none"> 1. If you Add an AOBJ record with the wrong data or the record is no longer valid, you may delete the current record and then re-add a valid record. 2. Delete AOBJ Record. <ol style="list-style-type: none"> a. If you are not in the AOBJ screen, type AOBJ in the Function Line and press RETURN/ENTER. b. Type INQUIRE in the Function Line. c. Using the TAB key move to Agency field and type desired agency number. d. Using the TAB key move to Object Code field and type desired object code. 3. Press RETURN/ENTER. Requested record should be displayed. <ol style="list-style-type: none"> a. Type DELETE in the Function Line. b. Space out object code(s) that is not to be deleted. 4. Press RETURN/ENTER.
AGCY 4: AOBJ	
	<p>NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions</p>

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PROCEDURES

7.2 Delete Agency Object Code Table Record

Cross-Reference

Steps

identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL' and the AOBJ Record will be deleted.

7.3 Inquire Agency Object Code Table Record

Overview The AGPS user is provided the capability to Inquire an agency AOBJ record. This is accomplished by use of the AOBJ screen.

Inputs

- Required agency number to be inquired
- Required object code to be inquired

Outputs

- Display of requested Agency Object Code record

Completing The Procedure

Cross-Reference

Steps

1. Determine agency and object code to be inquired.
2. Inquire AOBJ record in AGPS.
 - a. If the user is not in the AOBJ screen, type **AOBJ** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Agency field and type desired agency number.
 - d. Using the TAB key move to Object Code field and type desired object code.
3. Press RETURN/ENTER.

AGCY 4: AOBJ

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the desired record(s).

8 ADD/MAINTAIN AGENCY COMMODITY APPROVAL LIMIT

8.1 Add Agency Commodity Approval Limit

Overview The AGPS Agency Administrator has the responsibility to maintain the agency commodity approval purchase limits. This screen will be used for identifying a commodity approval limit by agency, commodity number, and approval limit.

Inputs

- Required agency number
- Required commodity number
- Required approval limit amount

Outputs

- Updated ACAD Table

Completing The Procedure

<u>Cross-Reference</u>	<u>Steps</u>
	1. Determine the agency's approval limit for a specific commodity purchase.
AGCY 4: AGCY	Agency must be valid and active agency in the AGCY Table.
COMM 4: COMM	Commodity number must be valid and active commodities in the COMM Table.
	2. Enter ACAD record data into AGPS.
AGCY 4: ACAD	<p>a. If you are not in the ACAD screen, type ACAD in the Function Line and press RETURN/ENTER.</p> <p>b. Type CLEAR in the Function Line and press RETURN/ENTER. The transaction screen will be cleared and ADD will be displayed in the Function Line.</p> <p>c. Using the TAB key move to Agency Number field and type desired agency number.</p> <p>NOTE: A three position agency number followed by an asterisk can be used to identify all agencies, beginning with those three numbers, which require a commodity approval.</p>

Cross-ReferenceSteps

- d. Using the TAB key move to commodity number field and type desired commodity number.
- e. Using the TAB key move to Approval Limit field and type desired purchase limit amount, above which an approval will build. Amount can be \$0 to indicate all purchases require approval.

3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL'.

8.2 Change Agency Commodity Approval Limit

Overview The AGPS Agency Administrator has the responsibility to maintain the ACAD records when they are invalid or outdated.

Inputs

- Required agency number
- Required commodity number
- Required change to approval limit

Outputs

- Updated ACAD Table

Completing The Procedure

Cross-Reference

Steps

AGCY 4: ACAD

1. If you Add an ACAD record with the wrong data or the approval limit is no longer valid, you must change the record so that correct data is reflected.
2. Change ACAD record data in AGPS.
 - a. If you are not in the ACAD screen, type **ACAD** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Agency Number field and type desired agency number.
 - d. Using the TAB key move to Commodity Number field and type desired commodity number.
3. Press RETURN/ENTER. Requested record should be displayed.
 - a. Type **CHANGE** in the Function Line.
 - b. Using the TAB key move to Approval Limit field and type desired purchase limit amount.
4. Press RETURN/ENTER.

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PROCEDURES

8.2 Change Agency Commodity Approval Limit

Cross-Reference

Steps

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL' and the ACAD Record will be updated.

8.3 Delete Agency Commodity Approval Limit

Overview The AGPS Agency Administrator has the responsibility to delete the ACAD records when they are invalid or outdated.

Inputs

- Required agency number for delete
- Required commodity number for delete

Outputs

- Updated ACAD Table

Completing The Procedure

Cross-Reference

Steps

1. If you Add an ACAD record with the wrong data or the record is no longer valid, you may delete the current record and then re-add a valid record.
 2. Delete ACAD Record.
 - a. If you are not in the ACAD screen, type **ACAD** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Agency Number field and type desired agency number.
 - d. Using the TAB key move to Commodity Number field and type desired commodity number.
 3. Press RETURN/ENTER. Requested record should be displayed.
 - a. Type **DELETE** in the Function Line.
 - b. Space out the commodity number that is not to be deleted.
 4. Press RETURN/ENTER.
- NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified

COMMODITY DATABASE MAINTENANCE

PROCEDURES

8.3 Delete Agency Commodity Approval Limit

Cross-Reference

Steps

and press RETURN/ENTER. If no error(s) exists, AGPS will display 'UPDATE SUCCESSFUL' and the ACAD Record will be deleted.

8.4 Inquire Agency Commodity Approval Limit

Overview The user has the capability to view the ACAD record by use of the **INQUIRY** function on the ACAD screen available in AGPS.

- Inputs**
- Required agency number
 - Required commodity number
- Outputs**
- Display of requested ACAD record

Completing The Procedure

Cross-Reference

Steps

1. Determine the agency and commodity to be inquired.
2. Inquire ACAD record in AGPS.
 - a. If the user is not in the ACAD screen, type **ACAD** in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to Agency Number field and type desired agency number.
 - d. Using the TAB key move to Commodity Number field and type desired commodity number.
3. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, AGPS will display the desired record(s).

9 INQUIRE AGENCY DATABASE RECORDS

9.1 Inquire Agency Database

Overview The AGPS user is provided the capability to inquire the agency database data using various screens and keys.

Inputs • Required key(s)

Outputs • Display of requested Agency Database data

Completing The Procedure

Cross-Reference

Steps

1. Determine the agency's data to be inquired based on known keys.
 - a. If you are not in the desired screen, type the desired screen identifier in the Function Line and press RETURN/ENTER.
 - b. Type **INQUIRE** in the Function Line.
 - c. Using the TAB key move to the required key field(s) and type desired key(s).
2. Press RETURN/ENTER.

NOTE: If an error condition exists, AGPS will display the appropriate error messages at the bottom of the transaction screen. Clear the error conditions identified and press RETURN/ENTER. If no error(s) exists, requested record, based on the entered key(s), will be displayed.

Screens provided for inquiry of the Agency Database is as follows.

AGCY 4: ABUA

ABUA - This screen is for the inquiry of agencies and names by the responsible purchasing agency and buyer.

AGCY 4: ADET

ADET - This screen is for the inquiry of agency purchase detail records. This table is maintained by the system's batch processes. Key(s) is agency number, fiscal year and order number.

COMMODITY DATABASE MAINTENANCE

PROCEDURES

9.1 Inquire Agency Database

<u>Cross-Reference</u>	<u>Steps</u>
AGCY 4: AGNM	AGNM - This screen is for the inquiry of agencies by agency name. Key(s) is agency name.
AGCY 4: AGRI	AGRI - This screen is for the inquiry of agency group records by agency and sub-agency. Key(s) is agency number, sub-agency number and agency group number.
AGCY 4: AHST	AHST - This screen is for the inquiry of an agency's cumulative purchase history by agency number and commodity. This table is maintained by the system's batch processes. Key(s) is agency number and commodity number.
AGCY 4: ANOB	ANOB - This screen is for the inquiry of agency/sub-agency records by notice of award t-number. Key(s) is t-number, agency number and sub-agency number.
AGCY 4: ASNM	ASNM - This screen is for the inquiry of agency/sub-agency records by sub-agency name. Key(s) is sub-agency name, sub-agency number and agency number.
AGCY 4: ASUM	ASUM - This screen is for the inquiry of agency's purchase summary by type of purchase. This table is maintained by the system's batch processes. Key(s) is agency number and fiscal year.